

**Vacancy Announcement #00-343 GS/cs**

**VACANCY ANNOUNCEMENT**

**POSITION:** Criminal Investigator, GS-1811-14  
ATF Representative, FinCEN

**LOCATION:** Bureau of Alcohol, Tobacco and Firearms  
Assistant Director (Field Operations)  
Intelligence Division  
Domestic Operations Branch  
Washington, DC

**OPENING DATE:** July 25, 2000

**CLOSING DATE:** August 21, 2000

**AREA OF  
CONSIDERATION:** Bureau-wide

**DUTIES:** Serves as the ATF representative to the Financial Crimes Enforcement Network (FinCEN). (FinCEN is an organization established by the Department of Treasury. Its mission is to provide an intelligence and analytical network to support law enforcement agencies in the detection, investigation, and prosecution of financial crimes, including narcotics money laundering, fraud perpetrated against financial institutions, commercial crimes, and tax evasion.) Makes operational decisions related to ATF's mission. Participates in the development of policy and operational requirements on behalf of ATF. Develops long and short range plans pertaining to program operations. Identifies needs and utilizes the resources at FinCEN for the benefit of ATF. Advises headquarters management personnel on the status of ATF's programs. Provides expert advice and recommendations on FinCEN projects. Conducts studies and analyses to evaluate the effectiveness of programs and resource utilization in accomplishing objectives and goals. Recommends changes in policies and program operations. Plans, coordinates, and directs intelligence programs. Initiates projects and redirects established projects based on analysis of ongoing investigations. Establishes and maintains liaison with representatives of participating agencies as well as with representatives of state and local law enforcement agencies. Represents ATF during interagency conferences and during visits to FinCEN by high-level representatives of other agencies, Congressional staff, and foreign dignitaries. Reviews the investigations of other agencies for their impact on ATF. Anticipates and resolves jurisdictional problems. Serves as the focal point for the communication and coordination of FinCEN matters with operational units. Conducts or leads teams in investigative studies relating to the financial aspects of criminal activities under ATF's jurisdiction.

**QUALIFICATION REQUIREMENTS:** Applicants must have one year of specialized experience equivalent to the next lower grade in the Federal service. Applicants must meet the qualification requirements, including time in grade, within 60 days of the closing date of this announcement.

**Specialized Experience** is criminal investigator experience.

**EVALUATION METHODS:** Applicants will be evaluated on relevant experience; college level education; training and self-development within the past five years; quality step increase, sustained superior performance, special act, and suggestion awards within the past two years; and the performance appraisal.

**SUPPLEMENTAL EXPERIENCE STATEMENT**

On separate sheets of paper, describe your work experience, training, awards, volunteer experience or hobbies as they relate to each of the factors listed below. Provide detailed evidence of each of the factors and show where, how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility.

1. Ability to apply the laws, regulations, and policies governing the administrative and operational functions of the Bureau.
2. Ability to work with and through others to accomplish objectives.
3. Ability to perform complex studies and analytical assessments and make sound recommendations.
4. Ability to efficiently plan and organize work and to prioritize objectives while adjusting to changing workloads, resources, and priorities.
5. Ability to communicate orally in a concise, organized manner; conduct briefings; and coordinate briefings prepared and presented by others.
6. Ability to prepare and review written communications.
7. Knowledge of the missions and programs of the various Bureau directorates.

### **GENERAL INFORMATION**

1. Applications will not be returned.
2. All applicants will be notified by the Personnel Division upon completion of the selection process.
3. Applications must be received by the closing date of this announcement.
4. ATF provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please contact us at the telephone number listed below.

### **HOW TO APPLY**

Candidates must submit a written application or resume.

Your application **must** contain the following information:

1. Title, series, grade and vacancy announcement number for which you wish to be considered.
2. Full name, social security number and mailing address.
3. Daytime and evening telephone numbers.
4. For experience most relevant to this position: name of employer, dates of employment, job title, grade (if applicable), and a description of duties and responsibilities.
5. Average hours worked in each position per week.
6. Name and location of high school and college and dates attended.
7. Type of degree, if any, date received, GPA, and major/minor field of study.

Applicants should submit the following:

1. Written response to the supplemental experience statement.
2. Most recent performance appraisal (not subject to a discrimination challenge) or the three most recent performance appraisals (not subject to a discrimination challenge). Points will be given for the most recent performance appraisal which is not the subject of a discrimination challenge or the three most recent performance appraisals which are not the subject of any discrimination challenges. If you choose to submit your last three appraisals, they will be averaged to arrive at a single score.
3. SF-50 reflecting competitive status.
4. Training and self-development within the past five years (courses, training sessions or seminars). Provide month/year, title and length of classes.
5. Description and date of awards within the last two years.
6. Applicant Response Form.

**CTAP:** Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) must be well qualified for the position to receive

consideration for special priority selection. Employees seeking CTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a). This includes copies of the agency notice, their most recent performance rating, and their most recent SF-50 noting current position, grade level, and duty location. Well qualified means that the applicant meets the cut off score in the rating process.

**SEND COMPLETED APPLICATION TO:**

Bureau of Alcohol, Tobacco and Firearms  
Office of Management/Personnel Division  
Room 4170  
650 Massachusetts Ave., NW  
Attn: Merit Promotion Branch  
Washington, DC 20226  
(202) 927- 8610  
TDD: (202) 927-7964

**AN EQUAL OPPORTUNITY EMPLOYER**

All applicants will receive consideration regardless of race, color, sex, age, national origin, politics, marital status, sexual orientation, religion, or any other nonmerit factor.